COLNEY HEATH VILLAGE HALL
Location : 83 High Street, Colney Heath, Herts AL4 0NS

www.colneyheathvillagehall.com

Trustees' Annual Report
for the period from 1st April 2025 to 30th March 2026

Charity name: Colney Heath Village Hall, a CIO, Charity registration number: 1182267

DOCUMENT CONTROL				
Date	Version	Description	Prepared by	Approved by
17 April2026	1.0	Approved issue	John Clemow	Trustees 11 May 2026

This report includes the statements required by the Charities Commission's reporting template

SUMMARY

Another successful year

- an increased operational surplus from letting income with no increase in charges to our regular hirers
- excellent housekeeping and maintenance have kept our facilities in a good condition for our users
- we have continued the investment in improving the quality of our facilities including a complete refreshment of the Bill Franklin Memorial garden, new tables and redecoration of the Main Hall including artworks.





The year ahead includes

- open day to promote our hirers' activities
- trustees' focus on succession, and
- managing changes that are likely to result from the recently increased economic uncertainties.

1. OBJECTIVES AND ACTIVITIES

1.1 Summary of the purposes of the charity as set out in the governing document

As stated in the Objects in our Constitution are
"The provision and maintenance of a village hall for the use of the inhabitants of the Parish of Colney Heath and the surrounding neighbourhoods without distinction of political, religious or other opinions, including use for:
(a) Meetings, lectures and classes, and
(b) Other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants."

Implicit in this objective is the maintaining the quality and availability of the facilities at reasonable cost for community benefit.

1.2 Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.

The village hall has been available 7 days each week throughout the year (with a few exceptions including Christmas Day and Boxing Day) for bookings by a variety of users providing for :

Children including
- a pre-school providing childcare services to the local community,
- the Colney Heath Scout Group
- Colney Heath Taekwon Club (also for adults)
- Shin Sekai Ju-Jitsu (also for adults)
- Children's parties

Adults including
- the Colney Heath Badminton Club,
- the Colney Heath Boissy Twinning Association
- the Colney Heath WI
- Iris' Art group
- Julie's Clubbersize exercise and fitness classes
- Dog training
- Carpet bowling
- Adult Parties and celebrations

Vulnerable people including
- the Old Friends Club for senior citizens
- special needs tutoring

Community interests including
- Public consultation meetings on planning developments
- Local election in May 2025

The village hall is the local emergency centre in the event of an incident – as a base for the emergency services and shelter if an evacuation of residents from their homes is required.
We do not hold events on our own behalf (except open days to promote the hall and its users).

We have continued to invest in improvements to our facilities and to achieve a high quality of maintenance.

We confirm we have taken the commission's public benefit guidance into account when making any decision it is relevant to meet the charity's purposes.

1.3 Additional information

We provide a subsidised rate to the Old Friends Club whose members are over 70 years old and mostly in their 80's.

The charity hosts the Colney Heath Community Support Group which is managed by one of the Trustees and provides a conduit for grants awarded.

2. ACHIEVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

2.1 Utilisation

The main hall is used by regular hires as follows

- during the school term times during the morning and afternoon sessions Tuesday to Friday.
- The afternoon session is used every second Monday.
- The evening session is used on Monday to Thursday.
- The morning session is used on Saturdays and on both the morning and the afternoon session on Sundays.

The hall is reserved for community functions on Saturday evenings and is not normally made available on Sunday evenings.

Most casual bookings are on Saturday afternoons.
Bookings are generally by "session" with three sessions per day – morning, afternoon and evening.

The planned utilisation is 795 sessions per annum taking into account school holidays and sessions historically very seldom used (eg Friday and Sunday evenings). This is the basis of calculating our "breakeven" rate for regular hirers. Any additional sessions contribute to improvement funds.

Since July 2025 we ceased using Excel for bookings. Based on data from Hallmaster Reports the in the 8 months period August 2025 to March 2026 there were 482 bookings equating to 723 booking annually.

The studio has been better utilised with the regular booking by the Home School Tutors service from January 2026.

2.2 Value

The typical rate for a regular community group hire has been £27 per booking, typically used for 2.5 to 3 hours but available for 4 hours if required.
Charges for similar venues are around £25 per hour.
We consider the charity continues to provide very good value for our community users while achieving the necessary surplus (see 3.2 below).

2.3 Expenditure on facilities

In addition to £3,010 spent on routine maintenance, we spent £15,602 on major maintenance and improvements (FYE 2025 £3,353).

3. FINANCIAL REVIEW

3.1 Review of the charity's financial position at the end of the period

The closing balance in the accounts was £47,169 (FYE 2025 £52,323).
Within the closing balance are provisions for future major maintenance and contingency. This leaves up to c£20,000 for investment in improvements.

Lettings income was £27,405 (Budget £24,302)
Operating costs excluding non-Opex items were £17,093 (budget was £17,104).
The surplus of income over expenditure was £10,448 (budget was £7,200).

3.2 Statement explaining the policy for holding reserves stating why they are held

The charity's policy states the trustees will develop and maintain sufficient reserves from the surplus from income after expenditure to meet the future needs of the charity, principally the major items of maintenance, refurbishment and replacement of the facilities.
Routine annual maintenance forms part of the normal operational expenditure.
The excess surplus is available for improvements.

The charity maintains a 30 year forecast of estimated costs for major items of maintenance and replacement. This indicates £4,000 per annum should be sufficient to add to the reserves provision.

3.3 Explanation of any uncertainties about the charity continuing as a going concern

Serious uncertainties have arisen since the USA&Israel war with Iran.
The economic impacts on the UK may be severe with negative consequences on hirers' spending and operational costs.

However, we have a good value offer for hirers and a strong cash balance. This provides a contingency to cover 12 months operating costs plus a balance for discretionary improvements covering a further two years of operating costs.

Management accounts are presented to the quarterly trustees' meetings showing performance of income and expenditure against the budget. The Finance Committee have a close hand on the monthly outlook so we are reasonably confident that we can make adjustments as and when necessary.

3.4 The charity's principal sources of funds (including any fundraising)

The principal source of funds was the income from hirers.

3.5 Investment policy and objectives including any social investment policy adopted

The charity's funds are held in a CAF bank account and CAF savings account. While interest on funds is low, and below inflation, the trustees' policy is cautious and risk of loss with higher gain/loss investments is avoided.

Investment of funds is directed at the quality and availability of facilities for hirers. No cancellations of bookings have been required due to maintenance failures.

3.6 A description of the principal risks facing the charity

3.6.1 Trustees and employees

Trustee retirements has been successfully managed through recruitment of new trustees to date. The knowledge held by some trustees in key roles presents a risk which is to be mitigated by a data base accessible by all trustees. A Google Drive to hold all relevant records is being populated.
Most e-mail with external parties is on a generic gmail account.

The housekeeper is paid a commercial rate so could be replaced if unavailable, although the quality of their service and dedication would not be replicated.

3.6.2 Hirers

Enquiries and casual hires have been consistent and seem to not have been affected by the cost of living constraints. It may be that with limited budgets the value of our offer is more attractive. Casual hirers are generally interviewed in person to check their suitability. This is not however a guarantee of performance. The attendance at large private parties has been limited to 60 to reduce the potential disruption to neighbours and housekeeping, and Saturday evening causal lets for parties are no longer accepted except where the hirer is known to the trustees.

We have adopted Hallmaster, an on-line booking system which went live in late 2025 and works well.

We received one negative review on Google mainly arising from expecting on site management during their event.

3.6.3 Income

36% of the charity's income was provided by the Treasure Tots Pre-school Ltd who use the main hall 4 days a week during term times. Approaches have been received previously from pre-school providers so replacing them is considered reasonably possible - but could result in a delay in income.

Replacement of leaving regular hirers has been possible to date.

Hirers pay their invoices promptly, generally within 7 days of issue obviating the need to prepare a cashflow forecast. No bad debts were incurred.

3.6.4 Expenditure and Facilities

The charity has adopted a proactive planned maintenance programme (in lieu of "fix it once broken"). We have assembled a good group of trades to cover most of our needs and who have responded when required.

4. STRUCTURE, GOVERNANCE AND MANAGEMENT

4.1 Type of governing document and how the charity is constituted

Deed of Trust : Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees (Charities Commission 'Foundation' model constitution)

4.2 Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees

Individuals can be invited to be a trustee. Selection is by the trustees having regard to the candidates' skills, knowledge and experience needed for the effective administration of the charity.
The charity's constitution includes the provision for the following to nominate a trustee
The Colney Heath Badminton Club
The Colney Heath/Boissy-sous- St.Yon/St Yon Twinning Association
The Colney Heath WI
The Cyclists Touring Club
The Old Friends Association

The trustees can add other organizations.

4.3 Trustee succession

To maintain a refreshed governing body the Constitution provides that trustees can elect to serve for between 2 and 5 years. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth but may be reappointed after an interval of at least one year.
One of the trustees, Mike Redfern, retired in February 2026. Iris Green has elected to serve a further term.

We will therefore endeavour to appoint new trustees during the coming year to effect a smooth handover.

4.4 Policies and procedures adopted for the induction and training of trustees

New trustees are provided with

- a copy of the last annual report and accounts,
- minutes of recent meetings as necessary or requested

They are made aware of

- ACRE's publication Trustees roles and responsibilities.
- The Charity's Policies

4.5 The charity's organisational structure and any wider network with which the charity works

The trustees form the management board of the charity.

Management meetings are quarterly with a standard agenda, and sometimes in-between quarterly meetings to review exceptional matters arising. A trustee is elected to chair each meeting.

If decisions in the ordinary course are required outside scheduled meetings these will be discussed and concluded by electronic communications.

Designated roles are Secretary and Treasurer. They form the Finance Committee with one other nominated trustee. They have the authority to spend monies that are within the approved budget for the year. Other expenditure has to be approved by the trustees which can be by email or WhatsApp).

Our culture is collegiate so we make decisions unanimously, and not by majority voting. While this can be occasionally frustrating, this avoids marginalising or isolating a member of the team and potential resignation. This has thus far functioned effectively.

The charity is a member of CDA Herts which is a member of the nationwide ACRE network. ACRE campaigns nationally on behalf of Village Halls and provides the numerous Information Sheets and Model documents available through CDA Herts.

CDA Herts provides updates on Legislation, Licensing, Health & Safety, Safeguarding, GDPR and Governance and offer a Management Health check Consultancy Service to help with all aspects of management, governance and risk assessment.

CDA provides access cheaper Energy, Insurance, Phone and Broadband and advise on green issues and renewable energy.

The charity is represented on CDA's on line video meetings with village halls and at the annual CDA conference.

4.6 Employee remuneration

The charity's policy to remunerate employees at least at the rate the charity would have to pay a commercial provider and to annually increase remuneration by RPI.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	Colney Heath Village Hall, a CIO
Other name the charity uses	none
Registered charity number	1182267
Charity's principal address	Correspondence address The Secretary 54 Bullens Green Lane Colney Heath Herts AL4 0QS

Names of the charity trustees who manage the charity. All acted during the reporting year. There are no corporate trustees. No trustees hold title to property belonging to the charity

	Trustee name	Office
1	John Clemow	Secretary
2	Pam Fox	Treasurer
3	Iris Green	Health and Safety
4	Mike Salinger	Finance Committee
5	Gerry Savage	Facilities Manager
6	Hossein Tahery	shadow Secretary

DECLARATION

The trustees declare that they have approved this report.

Signed on behalf of the charity's trustees



John Allan Clemow
Secretary
11 May 2026

Colney Heath Village Hall
Accounts for the year ended 31st March 2026

Date **31/03/26** **Issue 1**

OPENING BALANCE	2024/2025	2025/2026
Current Account and Cash	22,697	17,336
CAF Savings Account	29,626	29,833
Total Assets	52,323	47,169
Provision (Note 1)		(4,000)
Provision (Note 2)		(1,600)
Provision (Note 3)		(15,000)
		26,569

		2024/2025	2025/2026
INCOME	**Regular Lets**	21,931	23,006
	Casual Lets	3,474	4,275
	Total Lettings	25,405	27,281
	Returnable Deposits received	5,500	5,750
	Deposits returned	(4,550)	(5,720)
	Grant for Old Friends		1,860
	Water Rates refund	51	
	Donation for tables		240
	TOTAL INCOME	**26,406**	**29,411**
	Interest (CAF Current Account)	43	35
	Interest (CAF 60 Day Notice Account)	207	207
	TOTAL INCOME (Including Interest)	**26,656**	**29,653**
EXPENDITURE	**Operational costs**		
Remuneration	Houskeeper	(4,428)	(4,787)
Utilities	Gas & Electricity	(4,497)	(4,492)
	Water	(579)	(742)
	Council Tax	(164)	(437)
	WiFi	(537)	(460)
Cleaning	Cleaning materials	(622)	(292)
Facilities	General maintenance	(2,999)	(3,010)
Services	Insurance	(2,066)	(2,182)
	Website and Hall Master Booking System	(100)	(289)
	PRS for Music License	(226)	(302)
Miscellaneous	CDA membership	(36)	(40)
	Bank Account Fees	(60)	(60)
	Booking refunds	(200)	(252)
	Grant for Old Friends		(1,860)
	TOTAL OPERATING COSTS	**(16,514)**	**(19,205)**
	OPERATING SURPLUS	**10,142**	**10,448**
SPECIAL ITEMS	None		
	SURPLUS (DEFICIT)	**10,142**	**10,448**

		2024/2025	2025/2026
CAPITAL	**One off costs/income in year**	**2024/2025**	**2025/2026**
	Garden Refurb including plants and Car Park	(1,507)	(8,050)
	Rear Fire Doors	(1,846)	0
	New Tables		(4,232)
	Redecorate Main Hall including boards and posters		(3,320)
	Capital balance	**(3,353)**	**(15,602)**
	CLOSING BALANCE	**52,323**	**47,169**
	Provision (Note 1)	(4,767)	(4,000)
	Provision (Note 2)	(1,800)	(1,600)
	Provision (Note 3)	(15,000)	(15,000)
		30,756	**26,569**

Note 1 Provision for future major maintenance and replacement £4000 per year.
(Allocation has been made for the last 9 years £36,000)

Note 2 A total of £1,600 returnable deposits are held at 31st March

Note 3 Contingency 1 year operating costs

Note 4 Related Party Transactions

No trustee has received remuneration, benefits or expenses.

Some trustees are members of organisations that have hired the hall. These hires have been made in accordance with the standard hire agreement applicable to all hirers.

I, the undersigned, in accordance with the wishes of the members, elected as Honorary Auditor to the Colney Heath Village Hall CIO, have examined the records and accounts and find them to be a true and accurate record as presented by the Treasurer.

Signed .....**Date** 29/4/2026

Mr D Gutteridge

COLNEY HEATH VILLAGE HALL

Location : 83 High Street, Colney Heath, Herts AL4 0NS
www.colneyheathvillagehall.com



Income and Expenditure for the Year ended March 2026
Balances

CAF Bank Account	
Balance held in account 2024/2025	22,696.84
Income 2025/2026	35,166.24
Total	57,863.08
Less expenses	(40,527.52)
Total balance in bank 31st March 2026	**17,335.56**

CAF 60 Day Savings Account	
Balance held in account 2024/2025	29,626.22
Income 2025/2026	206.82
Total balance in bank 31st March 2026	**29,833.04**

Total Assets	
Balance held in CAF Account 31st March 2026	17,335.56
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Total balance in bank 31st March 2026	**47,168.60**

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